

**Regular Meeting of the Pioneer Library System Board of Trustees
Via Video/Teleconference
Tuesday, March 30, 2021**

Generated by Janet Armbrister on Thursday, April 1, 2021

1. Meeting is Called to Order

Chair, Karen Kinsey called the meeting to order at 6:30pm.

1.01 Roll Call.

Members present

Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

Lisa Wells, Executive Director was in attendance.

Others present

Ashley Welke, Doug Buck, Kelly Sitzman, Phil Clark, Rebekah Lynam, Peggy Cook, Jennifer Marshall, Laura Callahan, Chris Manna, Caroline Dulworth, Kiley Ingram, Heather Thompson, Aiden Street, Bonnie Ray, David Altimont, Ron Packingham, Kristina Baker, Janet Armbrister

1.02 Public Comments.

No public comments received.

1.03 Board Recognition.

Lisa Wells recognized Bonnie Ray for 15yrs. and Jennifer Marshall for 20yrs. of Service to Pioneer Library System.

2. Consent Docket

2.01 Consider Consent Docket Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Resolution: Approval of Consent Agenda Items 2.01-2.10 in Accordance with the Recommended Action on Each Listed Below.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.02 Consideration of February 23, 2021, Minutes.

Resolution: Approval of February 23, 2021, Minutes.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.03 Consideration of February 28, 2021, Financial Statement.

Resolution: Approval of February 28, 2021, Financial Statement.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.04 Consideration of August 25, 2020 Retirement Plans Committee Meeting Minutes.

Resolution: Approval of August 25, 2020 Retirement Plans Committee Meeting Minutes.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.05 Consideration to Adopt DC Plan Resolution.

Resolution: Approval to Adopt DC Plan Resolution.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.06 Consideration of Exhibit A to DC Plan.

Resolution: Approval of Exhibit A to DC Plan.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.07 Consideration of Formula for Participants in DC Plan Only.

Resolution: Approval of Formula for Participants in DC Plan Only.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.08 Consideration of New Formula for Participants in DC and DB Plans.

Resolution: Approval of New Formula for Participants in DC and DB Plans.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.09 Consideration of Contribution Amounts to the DC Plan for all Participants.

Resolution: Approval of Contribution Amounts to the DC Plan for all Participants.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.10 Consideration to Accept Actuarial Valuation of PLS Pension Plan (DB).

Resolution: Approval of New DB Plan Valuation Report.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.11 Consideration of New Quarterly Contribution Amount to DB Plan.

Resolution: Approval of New Quarterly Contribution Amount to DB Plan.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.12 Consideration of Annual Maintenance Renewal for SirsiDynix in the Amount of \$188,773.46.

Resolution: Approval of Annual Maintenance Renewal for SirsiDynix in the Amount of \$188,773.46.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

2.13 Consideration to Sell or Dispose of Surplus and/or Obsolete Equipment.

Resolution: Approval to Sell or Dispose of Surplus and/or Obsolete Equipment.

Approval of Consent Items 2.01-2.13 in Accordance with the Recommended Action on Each Listed Below.

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

3. Other Items for Board Consideration

3.01 Consideration of Report on Fourth Quarter Investments by Lockton Retirement Services.

David Altimont presented Report on Fourth Quarter Investments by Lockton Retirement Services.

Approval of Lockton Retirement Services Report on Fourth Quarter Investments.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

3.02 Consideration of Encumbrances in the Amounts and to the Accounts as Charged, February 25 - March 31, 2021.

Approval of Encumbrances in the Amounts and to the Accounts as Charged, February 25 - March 31, 2021.

Motion by Mary Pointer, second by Jeannette McNally.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

3.03 Consideration of Bid Proposal & Contract for E-Rate Category 2 Network Project for 2021-2022

Approval of Bid Proposal & Contract for E-Rate Category 2 Network Project for 2021-2022

Motion by Mary Pointer, second by Marilyn Bradford.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

3.04 Consideration of Annual Ratification of Library Automation Services Agreement Between Pioneer Library System and Independent School District I-29 of Cleveland County (Norman Public Schools) 2021-2022.

Approval of Annual Ratification of Library Automation Services Agreement Between Pioneer Library System and Independent School District I-29 of Cleveland County (Norman Public Schools) 2021-2022.

Motion by Marilyn Bradford, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

3.05 Consideration to Purchase a 2021 Ford Explorer in the amount of \$27,199.

Approval to purchase a 2021 Ford Explorer in the amount of \$27,199.

Motion by Mary Pointer, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

3.06 Consideration to Purchase a 2021 Ford Transit Connect Van in the amount of \$25,069.

Approval to purchase a 2021 Ford Transit Connect Van in the amount of \$25,069.

Motion by Jeannette McNally, second by Mike Box.

Final Resolution: Motion Passes

Yes: Karen Kinsey, Marilyn Bradford, Mike Box, Jeannette McNally, Marissa Lightsey, Philip Nguyen, Mary Pointer, Mandy Haws, Tara Douglas

4. Reports/Updates

4.01 Consideration of Retirement Plans Committee Report.

Mary Pointer presented the Retirement Plans Committee Report.

The Retirement Plans Committee met today at 4:00pm. Discussed the possibility of terminating the Define Benefit (DB) Plan with our representatives from Lockton, Gallagher and Mass Mutual/Empower.

4.02 Story of the Month

Phil Clark presented Story of the Month.

One night a PLS staff member was closing with PLS Security Officer Kevin Austin when a young mom with 2 young children came in. The mom was needing to get some printing work done on one of the computers, and the two young children were very engaging and high energy. They were asking many questions about the library while staff helped their mom. The staff member loved that they were asking such great questions but could also feel the mom getting a little stressed with the distraction. Kevin also sensed this, and without hesitation, he called both kids over to the picture books and picked out a Christmas story and began an impromptu Christmas story time right there on the spot. This was wonderful, as it gave the kiddos a positive experience at the library while also allowing the staff member to focus on the important work the mom needed help with, enabling the staff member to create a more positive experience, as well. When the mom left, she was thankful and relieved, and the children were excited that they got to learn about the library and read a book with a police officer!

4.03 Executive Director and Staff Reports.

Kelly Sitzman presented the Pioneer Library System 2020 Annual Report.

This report is live on our website under "About Us" tab. We will also be sharing it next week as part of our National Library Week, Social Media Campaign.

Sitzman also shared highlights of the report. We are very proud of this because last year was like no other year that we've ever experienced and yet PLS went above and beyond to inspire innovation, engagement and learning in our communities and we feel that this Annual Report reflects those actions. The report presented an opportunity to highlight who PLS really is. A Customer stated, "PLS is truly a light in the darkness", which is the theme of this year's report. When you read through the report you will see that we met essential needs in the community. We continue to innovate and exceed our goals that we set for ourselves as an organization and we engaged with our usual and new customers in new ways. You will read that, particularly through social media, we had a lot of increase in engagement across the board by engaging with customers remotely, which speaks to the power of our connections that we have being so imbedded in our community. We also celebrated the Norman Public Library opening in 2019.

Sitzman also highlighted National Library Week, April 4th – 10th. This year's theme is "Welcome to Your Library". The message behind this is that Libraries have adjusted our service models through the pandemic and we have continued to play a vital role in our communities. It is a good opportunity to re-introduce the public to all the Library has to offer. PLS will be celebrating through, a social media campaign, we will be releasing a series of articles throughout the week to showcase the ways in which we're actively working to improve our communities on the national, state and local level.

Ashley Welke highlighted Career Online Highschool.

We had two graduates this past month. Students have 18 months to complete the program and both students finished in record time. The 1st student completed the program in 11 months. We are assisting her in finding a new job where she can put her diploma to work, be proud and help support her family. The second graduate graduated in 7 months. This week he found a new job with better pay and benefits. He would not have been eligible for that position if he did not have a high school diploma. We are very proud of these students and have a graduation ceremony in the works for later this summer.

Welke also shared information about PLS Reads.

Each year we select a theme that we feel is relevant within not only our local communities but on state and national levels as well. This year we selected "Poverty". Because of Covid we feel it's a very timely theme. We are kicking off the year by having two community conversations. We are calling them "Spark a Change" let's talk about poverty. The first community conversation will be April 8th at noon. These are virtual events. You can register for them on our events calendar and participate via zoom. The second event is on April 20th at 6:30pm. These events are geared towards adults but the evening session could be participated by families. The goal is for participants to dig deeper into their own understanding of poverty. What are the assumptions that we make as to why people are in poverty and what it's like to live in poverty? How do we collectively come together and help create a community where poverty doesn't exist? These conversations will be moderated by Deena Johnson.

We are pairing the book "The Other Wes Moore" with our theme for 2021. We will be hosting Wes Moore on November 10th. We will present more information about that soon.

Lisa Wells presented an Executive Director Report.

So many wonderful things are happening at PLS. I am very proud of the work we have done throughout the pandemic and believe the Annual Report directly reflects the work we engaged in with all staff on recognizing and telling "our stories."

And Ashley's update on our recent COHS graduates- truly exemplifies the difference we are making in the lives of our citizens.

I hope each of you can engage in our Spark A Change - community conversation about poverty and we are looking forward to Wes Moore visiting in person this fall.

Today, I was reminded of how large the impact can be for even the smallest gesture. I have made a habit out of sending a hand-written note to every employee at the completion of their 6-month training period. These are short notes and, as I am writing them, I often wonder, are these meaningful to the team member. Today, a fulltime employee stopped by my office to share a piece of chocolate from. We chatted briefly and they expressed their gratitude for the note I had left in their workspace. They mentioned they had never been treated so kindly at any other job and was so appreciative of PLS. The employee went on to say that in their past life- they had been treated the opposite- people had not been kind or given them opportunities to feel appreciated and part of the team.

Every single day- literally 7 days a week our staff are creating positive experiences in our communities. I am grateful to work for an organization with core values that expect us to be welcoming, empowering, and respectful!

Next month, we forward our new strategic plan to the Board for approval. The Planning Committee is set to review the final draft on Friday of this week. The plan was developed using the Harwood Turning Outward process and initiated at our All-Staff Development Day in 2019. The pandemic slowed the work, but I believe the plan is authentic and concise in its expectations for outcomes and clearly represents the future of PLS.

And the last thing I want to mention is if our advocacy work. Aiden is the current Chair of the Oklahoma Library Association's Advocacy committee and they have planned a great virtual Advocacy Day for Friday, April 9th. Aiden Street and several other committee members will be delivering pie to serve as a reminder for the virtual day and to help our legislators remember libraries are a key ingredient in the recipe for community success.

On the Federal level, I am participating in the American Library Association's annual fly-in which is also virtual this year. We have delegates on the Appropriations Committee in both the Senate and the House and will be meeting with them to ask for

support of the Build Americas Libraries Act and continued support of funding for libraries via LSTA and IAL.

We are looking forward to more and more staff receiving their COVID 19 vaccinations and continue to discuss next phases in the restoration of full services and increased capacity in all locations. I will keep you apprised of those dates as they become available. For now, all locations continue to provide essential services in a “grab and go” environment. Additionally, we continue to offer our curbside services and virtual appointments for our scheduled librarian service. April 1st we will initiate Phase V of our reopening plan and end the quarantine of materials, deliveries, and mail. As part of this phase, we will also move our Board Book, newspaper, and magazine collections back out to the public floor for circulation.

Wells also announced Will Merrick as the new Development Coordinator.

4.04 Board Comments

Karen thanked Kelly, Ashley and Lisa for the enthusiasm they show for the programs and PLS.

5. Adjournment

5.01 Adjourn the Meeting by Chair Karen Kinsey at 7:37pm.



Karen Kinsey, Chair



Lisa Wells, Executive Director